

State of Oregon
Department of Public Safety Standards and Training

NFPA Fire Officer II
Task Book

Task Book Assigned To:	
Name	DPSST Fire Service #
Agency Name	Date Initiated
Signature of Agency Head or Training Officer	Date Completed

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Additional copies of this document may be downloaded from the DPSST web site:
<http://www.oregon.gov/DPSST/FC/FireCertFormFree.shtml>

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Task Book Qualification Record Books (Task Books) have been developed for various certification levels within the Oregon Department of Public Safety Standards and Training (DPSST) system. Each Task Book lists the job performance requirements (JPRs) for the specific certification level in a format that allows a candidate to be trained and evaluated during one (1) session. Successful performance of all tasks, as observed and recorded by a qualified and approved evaluator may result in the candidate's eligibility for DPSST certification.

Before a job performance evaluation can be evaluated, all requisite knowledge and skills must be satisfied. In addition, all relative Task Book evaluations must be checked off by a qualified evaluator. When all prescribed requirements have been met, an application for certification may be forwarded to DPSST. All certificates are mailed to the Training Officer at his/her Fire Service Agency.

TASK BOOK SPECIFICATIONS:

To successfully complete a task book, only an evaluator certified as an NFPA Fire Officer at the candidate's specific level or higher may sign off on the JPR's. 'Requisite Knowledge' sections may be completed during class and signed by the instructor. 'Requisite Skills' sections must be conducted and signed at the candidate's fire agency.

NFPA TASK BOOK INFORMATION:

The JPRs covered in this Task Book meet or exceed all NFPA published standards for this certification level at the time of this publication. Mention of NFPA and its standards do not, and are not intended as adoption of—or reference to—NFPA standards. For more information on the complete job performance requirements and data, see the individual DPSST Task Book for that certification level.

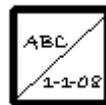
HOW TO EVALUATE PERFORMANCE:

Each JPR has one corresponding box to the right in which to confirm a candidate's success. The evaluator shall indicate successful passing by the candidate of each JPR by initialing and dating (see example).

***A vertical line (|) to the left of the document indicates a change from the previous standard.**

EXAMPLE:

4.2.1 Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.



TASK BOOK QUALIFICATION RECORD

FOR THE CERTIFICATION LEVEL OF

NFPA Fire Officer II

Prior to becoming certified in this position, the sample candidate must successfully complete the following Job Performance Requirements (JPR). The evaluator shall initial and date the appropriate box to indicate successful completion. For each JPR there are requisite knowledge and skill requirements. The evaluator must initial and date in the box provided to indicate the meeting of those requirements before the firefighter may proceed.

5.1 General. For qualification at Level II, the Fire Officer I shall meet the job performance requirements defined in Sections 5.2 through 5.7 of this standard.

5.1.1 * General Prerequisite Knowledge. The organization of local government; enabling and regulatory legislation and the law-making process at the local, state/provincial, and federal levels; and the functions of other bureaus, divisions, agencies, and organizations and their roles and responsibilities that relate to the fire service.

5.1.2 General Prerequisite Skills. Intergovernmental and interagency cooperation.

5.2 Human Resource Management. This duty involves evaluating member performance, according to the following job performance requirements.

5.2.1 Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.

(A) Requisite Knowledge. Human resource policies and procedures, problem identification, organizational behavior, organizational culture, group dynamics, leadership styles, and types of power.

(B) Requisite Skills. The ability to communicate, to solve problems, to increase teamwork, and to counsel members.

5.2.2 Evaluate the job performance of assigned members, given personnel records and evaluation forms, so that each member's performance is evaluated accurately and reported according to human resource policies and procedures.

(A) Requisite Knowledge. Human resource policies and procedures, job descriptions, objectives of a member evaluation program, and common errors in evaluating.

(B) Requisite Skills. The ability to communicate and to plan and conduct evaluations.

5.2.3 Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.

(A) Requisite Knowledge. Development of a professional development guide and job shadowing.

(B) Requisite Skills. The ability to communicate.

5.3 Community and Government Relations. This duty involves dealing with inquiries of allied organizations in the community and projecting the role, mission, and image of the department to other organizations with similar goals and missions for the purpose of establishing strategic partnerships and delivering safety, injury prevention, and fire prevention education programs, according to the following job performance requirements.

5.3.1 Supervise multi-unit implementation of a community risk reduction (CRR) program, given an AHJ CRR plan, policies, and procedures, so that community needs are addressed.

(A) Requisite Knowledge. Community demographics and service organizations, verbal and nonverbal communication, and the role and mission of the department and its CRR plan.

(B) Requisite Skills. Familiarity with public relations and the ability to supervise and communicate.

5.3.2 Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.

(A) Requisite Knowledge. Agency mission and goals and the types and functions of external agencies in the community.

(B) Requisite Skills. The ability to develop interpersonal relationships and to communicate.

5.4 Administration. This duty involves preparing a project or divisional budget, news releases, and policy changes, according to the following job performance requirements.

5.4.1 Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.

(A) Requisite Knowledge. Policies and procedures and problem identification.

(B) Requisite Skills. The ability to communicate in writing and to solve problems.

5.4.2 Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.

(A) Requisite Knowledge. The supplies and equipment necessary for ongoing or new projects; repairs to existing facilities; new equipment, apparatus maintenance, and personnel costs; and appropriate budgeting system.

(B) Requisite Skills. The ability to allocate finances, to relate interpersonally, and to communicate.

5.4.3 Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding so that the needs of the organization are met within the applicable federal, state/provincial, and local laws and regulations.

(A) **Requisite Knowledge.** Purchasing laws, policies, and procedures.

(B) **Requisite Skills.** The ability to use evaluative methods and to communicate.

5.4.4 Prepare a media release, given an event or topic, so that the information is accurate and formatted correctly.

(A) **Requisite Knowledge.** Policies and procedures and the format used for media releases by various media outlets, including the use of social media in accordance with AHJ policies and procedures.

(B) **Requisite Skills.** The ability to communicate.

5.4.5 Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics, so that the information required for the AHJ is accurate and documented.

(A) **Requisite Knowledge.** The data processing system.

(B) **Requisite Skills.** The ability to communicate in writing and to interpret data.

5.4.6 Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a supportive manner.

(A) **Requisite Knowledge.** Planning and implementing change.

(B) **Requisite Skills.** The ability to clearly communicate.

5.5 Inspection and Investigation. This duty involves conducting fire investigations to determine origin and preliminary cause, according to the following job performance requirements.

5.5.1 Determine the area of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data, and/or sketches, to determine if arson is suspected so that law enforcement action is taken.

(A) Requisite Knowledge. Indications of arson, common causes of fire, methods to preserve and protect the general area of origin, basic origin and cause determination, fire growth and development, and documentation of preliminary fire investigative procedures.

(B) Requisite Skills. The ability to investigate a fire scene and identify the general area of origin, implement procedures to preserve and protect potential sources of ignition within that general area of origin, and communicate.

5.6 Emergency Service Delivery. This duty involves supervising multi-unit emergency operations, conducting pre-incident planning, and deploying assigned resources, according to the following job requirements.

5.6.1 Produce operational plans, given an emergency incident requiring multi-unit operations; the current editions of NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720; and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720 and approved safety procedures resulting in the mitigation of the incident.

(A) Requisite Knowledge. Standard operating procedures; national, state/provincial, and local information resources available for the mitigation of emergency incidents; an incident management system; and a personnel accountability system.

(B) Requisite Skills. The ability to implement an incident management system, to communicate, to supervise and account for assigned personnel under emergency conditions, and to serve in command staff and unit supervision positions within the Incident Management System.

5.6.2 * Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed.

(A) * Requisite Knowledge. Elements of a fire- or rescue-related post-incident analysis, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, fire

growth and development, and departmental procedures relating to dispatch response, strategy tactics and operations, sources of any emergency operations controlling authority, including EMS protocols, if applicable, and customer service.

(B) Requisite Skills. The ability to write reports, to communicate, and to evaluate skills.

5.6.3 Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.

(A) Requisite Knowledge. Analyzing data.

(B) Requisite Skills. The ability to write clearly and to interpret response data correctly to identify the reasons for service demands.

5.7 Health and Safety. This duty involves reviewing injury, accident, and health exposure reports, identifying unsafe work environments or behaviors, and taking approved action to prevent reoccurrence, according to the following job requirements.

5.7.1 Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor.

(A) Requisite Knowledge. The causes of unsafe acts; health exposures or conditions that result in accidents, injuries, occupational illnesses, or deaths; and requirements for reporting and receiving information related to health exposures.

(B) Requisite Skills. The ability to communicate and to interpret accidents, injuries, occupational illnesses, or death reports.